Erasmus+ Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	EDUSYSTEM Sp. z o.o. KONTAKT Centrum Języków Obcych
Address	PLAC BERNARDYŃSKI 1A/1 (in the city center)
Postal Code	61-844
City	Poznań
Country	Poland
Telephone	+ 48 61 851 31 41
Fax	+ 48 61 851 38 27
E-mail	kontakt@cjo.pl kontaktespanol@cjo.pl
Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	Medium
Year of foundation	2 000
Short Description of the Company	KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French. **The school is realizing the Erasmus+ project aimed at introducing a wide use of computers and new technologies (ICT) into the process of teaching /learning/ managing the school**.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Finland, Croatia, Greece, Turkey etc. The school's staff is mostly Polish but we've also got 10 native speakers of English (USA, UK, Ireland), Spanish, Italian and Portuguese.

CONTACT PERSON DETAILES	
Name	Katarzyna Skrzypczak

Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	kasia.skrzypczak@cjo.pl

PLACEMENT INFORMATION	
Department / Function	**ICT assistantship in a language school.**
Description of activities	We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities. Hosting a trainee will help the school to realize the Erasmus+ project aimed at introducing wide use of computers and new technologies (ICT) into the process of teaching/learning/managing the school

The trainee's tasks will include:

managing computer hardware and IT systems administrating the local network and mail programme supervising the server and UPS, solving hardware and programme problems, installing operating systems, new software and device drives e.g. network interface controllers, graphics cards, sound cards and the like creating and administrating the internal network for teaching and administrative staff managing and maintenance of the computer and audiovisual equipment implementing Internet and computer technologies (ICT) into language courses creating ICT instructions and trainings for teachers developing and administrating the web pages as well as social media profiles preparing multimedia presentations for marketing department marketing tasks, especially those connected with the Internet and modern technologies other tasks connected with IT |
Duration	2016/2017: min. 2 – max. 6 months
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the city center, close to the Old Market
Help with finding accommodation	The school can help with finding accommodation
Other	The school can offer a free language course

REQIUREMENTS

Oral and written language skills	Good command of English (C1 or C2)
Field of study	ICT, IT & Web, Technology & Telecommunication
Computer skills	advanced computer skills
Other	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience with ICT.